



# Bureau of Water

## Application for a Permit to Construct a State Water System

**DHEC Use Only**  
**Log Number**  
\_\_\_\_\_

**Refer to instructions on page 3 before completing application. Please print clearly in black or blue ink.**

**A. Project Name:** \_\_\_\_\_ **B. County:** \_\_\_\_\_

**C. Is this project within a city/town limits?** Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please specify: \_\_\_\_\_

**D. Owner of the proposed water system:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

**E. Project Description: Answer the following questions as they apply to your project:**  
Does the project include any rental houses? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_  
Does the project include rental mobile homes? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_  
Does the project include campsites? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_  
Does the project include a day care? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many employees and children? \_\_\_\_\_  
Does the project include a residential care facility? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many employees and residents \_\_\_\_\_  
Does the project include a office building, etc. Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate the total number of employees. \_\_\_\_\_  
Others: (please describe) \_\_\_\_\_

**F. Proposed source of water? (check one)** new well \_\_\_\_\_ \*existing well \_\_\_\_\_ metered connection \_\_\_\_\_  
\*If an existing well is proposed to be used, please submit the well record form completed by a certified well driller.

**G. Name of and distance to nearest publicly owned water system:** \_\_\_\_\_  
The Department may require the applicant to submit a cost estimate for connecting to this system.

**H. Method of sewage disposal? (check one)** septic tank \_\_\_\_\_ public sewer \_\_\_\_\_

**I. For all taps other than houses, mobile homes and campsites, please answer the following:**  
Number of public toilets \_\_\_\_\_ Number of kitchen sinks \_\_\_\_\_  
Type of toilet: Flushvalve \_\_\_\_\_ Flushtank \_\_\_\_\_ Number of ice machines \_\_\_\_\_  
Number of public bathroom sinks \_\_\_\_\_ Number of automatic dishwashers \_\_\_\_\_  
Number of private toilets \_\_\_\_\_ Number of drinking fountains \_\_\_\_\_  
Type of toilet: Flushvalve \_\_\_\_\_ Flushtank \_\_\_\_\_ Number of hose bibbs \_\_\_\_\_  
Number of private bathroom sinks \_\_\_\_\_ Number of urinals \_\_\_\_\_  
Number of service sinks \_\_\_\_\_ Type of urinal: Flushvalve \_\_\_\_\_ Flushtank \_\_\_\_\_

**J. Owner's Certification Statement and Signature:**  
I do hereby swear that the information supplied herein is true and complete. I agree to admit properly identified and authorized DHEC personnel at all reasonable hours for the purpose of sampling and inspections. Once a permit to construct is received, I agree to conform to all the requirements and conditions specified by the permit to construct. I furthermore agree to connect to a publicly owned water system whenever the water line from such a system becomes contiguous to my property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For DHEC Use Only:**

**Permit Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**K. Water System Layout and Location:**

Indicate below by means of a sketch, the water system layout including: location of property boundaries; well location; storage tank location; location, size, and length of all water lines; existing and proposed buildings or mobile homes; existing utilities; existing and proposed septic tanks, drain fields or sewer lines; location of any underground storage tanks or other pollution sources. **Distances must be shown from well to property lines, septic tank, drain fields, etc.** If a plat is available which contains this information, a copy can be attached in lieu of a sketch. The sketch must also indicate the location of the project (county road number or name, and distance to a state or federal highway or town.)

The location of the public well shall be at least one hundred (100) feet from all potential pollution sources. A pollution source is defined as, but not limited to, the following items: sewer lines; septic tank/drain field: animal feedlots, barn, and stables; waste disposal-land application sites; waste treatment lagoons; chemical, herbicide, pesticide, and petroleum storage/handling sites; sanitary landfills; dumps and/or fill sites, etc. The well location shall be at least fifty (50) feet from all surface water bodies including drainage ditches.

If the pollution free radius extends into the property of another property owner, an easement must be obtained from the property owner. The easement shall state that no potential sources of pollution (as defined above) will be constructed within 100 feet from the well. This easement must be filed at the county courthouse and a copy submitted to the Department **along with this application.**

## APPLICATION INSTRUCTIONS

### 1. PURPOSE AND APPLICABILITY OF THIS APPLICATION

This permit application form may only be used when applying for a permit to construct or modify a state water system that has its own well, or is served through a metered connection from a publicly owned water system, and has less than 1,000 feet of distribution piping that serves the following:

- a. eight (8) or fewer rental mobile homes;
- b. four (4) or fewer rental residential homes (i.e., permanent residential structures);
- c. a campground with fourteen (14) or fewer service connections (total number of service connections equates to the number of campsites plus any other structure served water);
- d. a day care facility serving less than twenty-five (25) people (children plus staff);
- e. a residential care facility serving less than twenty-five (25) people (residents plus staff); or,
- f. a business establishment with less than twenty-five (25) people (patrons plus staff).

All other water supply construction projects must use the Department's Permit application form #1936 which must be accompanied by engineering plans and specifications prepared by a registered professional engineer licensed in South Carolina and submitted to the Bureau of Water, S.C. Department of Health and Environmental Control, 2600 Bull Street, Columbia 29201.

This application form **may not** be used:

- a. for community and non-community water systems;
- b. if the proposed water system is on the same tract of land as another water system (with the exception of state parks which may have campgrounds at multiple locations);
- c. if an existing small water system is being expanded beyond the limits specified above;
- d. if the water will require treatment other than point-of-use devices;
- e. for the construction of a well if a water line from a publicly owned water system is contiguous to the applicant's property;
- f. if it is feasible to connect to an existing viable water system;
- g. for commercial or residential subdivisions;
- h. for food service establishments that serve more than twenty-five (25) people daily at least sixty (60) days out of the year (patrons plus staff); or
- i. for convenience stores.

If this system is ever expanded in the future or if treatment is to be installed, an application for a permit to construct must be made for such modifications using the Department's application form #1970.

### 2. STEP BY STEP INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE APPLICATION TO DHEC FOR REVIEW

Complete items A through K on pages one and two of the application. Each item should be self-explanatory; however, if the applicant should have any questions please contact the local Environmental Quality Control (EQC) District Office for assistance. Please refer to page four (4) of this form for a list of the Department's EQC District Offices.

Please note that by using this application form instead of having a professional engineer prepare plans and specification for a permit to construct a well, the applicant agrees to connect to a publicly owned water system whenever the water line from such a system becomes contiguous to the applicant's property.

If an existing well is proposed to be used, the applicant must include with this application documentation on the construction of the well. The Department will review this information to determine if the well construction conforms to the construction standards outlined in the State Primary Drinking Water Regulations. If the well does not conform to the construction standards or if the owner is unable to provide any documentation concerning the construction of the well, a new well will be required.

The completed application form and a \$250.00 application fee, by check or money order (made payable to SCDHEC - Finance), must be submitted to the local EQC District Office for review and permitting. An incomplete application form, or an application without the fee may be returned to the applicant and will cause a delay in the permitting process.

### 3. OFFICE MECHANICS AND FILING

Once the application has been reviewed and approved by the Department, a permit to construct with special conditions and construction specifications will be mailed to the owner. The original application form along with a copy of the permit to construct will be mailed to the Department's Bureau of Water. A copy of the application along with a copy of the permit to construct will be retained in the local EQC District Office files. The central office record is microfilmed for permanent retention in accordance with records retention schedule number DHEC-SEP-WS-2R.

## ENVIRONMENTAL QUALITY CONTROL (EQC) DISTRICT OFFICE

### APPALACHIA I

Tommy Rogers, Director  
2404 N. Main Street  
Anderson, SC 29621  
Phone: 864-260-5569 Fax: 864-260-4855  
(Anderson, Oconee)

### APPALACHIA II

Doug Johns, Director  
301 University Ridge, Suite 5800  
Greenville, SC 29601  
Phone: 864-241-1090 Fax: 864-241-1092  
(Greenville, Pickens)

### APPALACHIA III

Barney Harmon, Director  
\*975 N. Church Street  
Spartanburg, SC 29303  
Phone: 864-596-3800 Fax: 864-596-2136  
(Spartanburg, Cherokee, Union)

### CATAWBA

Al Williams, Director  
\*2475 DHEC Road  
Lancaster, SC 29720  
Phone: 803-285-7461 Fax: 803-285-5594  
(Lancaster, Chester, York)

### CENTRAL MIDLANDS

Lewis Bedenbaugh, Director  
Bldg #5/PO Box 156  
State Park, SC 29147  
Phone: 803-935-7015 Fax: 935-6724  
(Richland, Lexington, Newberry, Fairfield)

### LOW COUNTRY

Russell Berry, Director  
1313 Thirteenth Street  
Port Royal, S. C. 29935  
Phone: 803-522-9097 Fax: 803-522-8463  
(Beaufort, Jasper, Colleton, Hampton)

### LOWER SAVANNAH

Myra Reece, Director  
218 Beaufort Street, NE  
Aiken, SC 29801  
Phone: 803-641-7670 Fax: 803-641-7675  
(Aiken, Orangeburg, Barnwell, Bamberg, Allendale, Calhoun)

### PEE DEE

Marion Rembert, Director  
145 E. Cheves Street  
Florence, SC 29506  
Phone: 803-661-4825 Fax: 803-661-4858  
(Florence, Dillon, Marion, Marlboro, Darlington, Chesterfield)

### TRIDENT

Wayne Fanning, Director  
1362 McMillan Avenue, Suite 300  
Charleston, SC 29405  
Phone: 803-740-1590 Fax: 803-740-1595  
(Charleston, Berkeley, Dorchester)

### UPPER SAVANNAH

Robert Jackson, Director  
613 South Main St.  
Greenwood, SC 29646  
Phone: 864-223-0333 Fax: 864-223-6935  
(Greenwood, Abbeville, Laurens, Saluda, Edgefield, McCormick)

### WACCAMAW

Ron Tata, Director  
1705 Oak St. Plaza/Suite #2  
Myrtle Beach, SC 29577  
Phone: 803-448-1902 Fax: 803-946-9390  
(Horry, Georgetown, Williamsburg)

### WATEREE

Ronny Rentz, Director  
\*105 Magnolia St.  
Sumter, SC 29150  
Phone: 803-778-6548-1902 Fax: 803-773-6366  
(Sumter, Kershaw, Lee, Clarendon)

\* Mailing address: APPALACHIA III - PO Box 8778, Spartanburg, SC 29305  
CATAWBA - PO Box 100, Fort Lawn, SC 29714  
WATEREE - PO Box 1628, Sumter, SC 29151